

DDA 85-1291/1
23 April 1985

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

Chief, Career Management Staff/DDA

STAT

SUBJECT: DDA Career Trainee Employment Representative

1. The DDA has determined that the Directorate will provide an officer to the Office of Personnel, Employment, Division II, Career Trainee Branch to represent our interest in the employment of Career Trainees. Officers from the other Directorates have already been detailed to OP/Employment for this purpose.

2. Directorate representatives are called Program Officers, are grades GS-14 or GS-15, and normally serve for one or two years. Their duties include determining Directorate Career Trainee (CT) requirements, ensuring that these requirements are brought to the attention of recruiters, screening CT applicant files, conducting selection interviews, referring qualified CT applicants to appropriate DDA offices and follow-up work on applicants in process. Program officers work closely with senior officers throughout the Agency, perform domestic TDY to interview applicants and receive broad exposure to employment activities. Interpersonal skills and a strong interest in recruitment activity are key ingredients to success in this assignment.

3. We are committed to expanding the employment of Career Trainees in the DDA and the assignment of a DDA Program Officer is essential if we are to be successful. The individual selected will be assigned to the DDA Career Management Staff and will serve on detail to OP/Employment on a one-year developmental assignment. It is requested that you consider possible nominees at the GS-14 or GS-15 level and submit your candidates to me by close of business 3 May 1985.

STAT

C/CMS/DDA (23 April 1985)

Distribution:

Orig - Each Addressee

- 1 - DDA Subject
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- 1 - ELH Chrono
- 1 - DDA/CMS

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STAT

DD/A Registry
85-0992

OTE 85-1007

8 March 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

STAT

Director of Training and Education

SUBJECT:

Nomination of Officer to Participate in
Recruitment Activities

In response to your request made at the 7 March DDA
Staff Meeting that each Office nominate an officer to participate
in Directorate recruitment activities, [Redacted]

STAT

[Redacted]

I believe Larry's

STAT

experience in NPIC, OTE, and on the IG Staff uniquely qualifies
him to make sound, on-the-spot judgments as to which applicants
should be put in process for the Directorate of Administration.

[Redacted]

STAT

D/Pers 85-0843

MAR 13 1985

DD/A Registry

85-0911

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Directorate of Administration Recruitment

1. As you requested, the following is a list of Office of Personnel careerists who could recruit for a number of Subgroups within the Directorate of Administration:

<u>Name</u>	<u>Recruit For</u>	
<div></div>		STAT

Although has never served in any of the Directorate Subgroups, he has previously served as Chief/Recruitment Division. STAT

2. With some pre-briefings, we also feel that these same officers could effectively recruit for additional Directorate Subgroups. For example, all of the officers could be briefed on MG requirements and could then effectively select candidates for the MG Career Subgroup.

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Robert W. Magee


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OIS 85-161

30 April 1985

MEMORANDUM FOR: Chief, Career Management Staff/DDA

FROM:


Deputy Director of Information Services

STAT

SUBJECT: DDA Career Training Employment Representative

REFERENCE: C/CMS/DDA Memo, Same Subject, dtd 23 April 1985
(DDA 85-1291/1)

After canvassing eligible individuals within the MI Career Service,
we find we do not have a candidate for the position of DDA Career Trainee
Employment Representative.


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06 MAY 1985

MEMORANDUM FOR: Chief, Career Management Staff, DDA

FROM:


Director of Logistics

STAT

SUBJECT: DDA Career Trainee Employment Representative

REFERENCE: Memo for multiple addressees from C/CMS/DDA,
dated 23 April 1985, same subject

A review of Office of Logistics' careerists at the GS-14 and GS-15 levels has been made to identify possible nominees to fill the position described in reference. Unfortunately, no suitable candidates are available for a rotational assignment at this time.


STAT

OL 3078-85

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2 May 1985

MEMORANDUM FOR: Chief, Career Management Staff/DDA
FROM : [REDACTED] STAT
Chief, Personnel Branch/OTE
SUBJECT : DDA Career Trainee Employment Representative
REFERENCE : DDA 85-1291/1, dated 23 April 1985, Same Subject

The Office of Training and Education wishes to nominate
[REDACTED] GS-14, Instructor, to serve as the DDA STAT
Career Trainee Employment Representative. [REDACTED] entered on STAT
duty with the Agency in November 1961. She served in the DDI for
approximately 13 years before transferring to the Office of
Training and Education in November 1974. [REDACTED] has a MA STAT
in Government from Boston College and a BA in Government from
Oberlin College. [REDACTED] biographic profile is attached. STAT

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Attachment:
As stated

CONFIDENTIAL

OC 12287-85
02 MAY 1985

MEMORANDUM FOR: Chief, Career Management Staff/DDA

FROM:

[REDACTED]

25X1

Acting Chief, Administrative Management
Division, OC

SUBJECT: DDA Career Trainee Employment Representative

[REDACTED]

25X1

REFERENCE: DDA 85-1291/1 dated 23 April 1985

1. The Office of Communications (OC) nominates
[REDACTED] to represent the DDA in the employment of
Directorate Career Trainees. [REDACTED]

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2. [REDACTED] is a GS-15 OC Careerist who currently is Chief,
Career Development and Training Group, Administrative Management
Division, OC. From this position, [REDACTED] would carry the kind
of experience, skills, and interest outlined in para 2,
reference. He would be an excellent Directorate representative.

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[REDACTED]

[REDACTED]

[REDACTED]


25X1
25X1

CONFIDENTIAL

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01 May 1985

MEMORANDUM FOR:


DDA/Career Management Staff

STAT

FROM:


AD/CM/OF

STAT

SUBJECT: DA Career Trainee Representative

REF: DDA 85-1291/1
23 April 1985

The commitment of a DA Careerist to the CT Program is an excellent idea and one that we fully support. Unfortunately, we do not have the personnel strength within the Office of Finance career subgroup to nominate a candidate at this time.

We do want to participate and will actively pursue candidates when our situation improves.

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